615

Employee Benefits in Industry: A Pilot Survey

U.S. Department of Labor
Bureau of Labor Statistics
July 1980

Report 615

NEWARK PUBLIC LIBRARY

JAN 8 1981

U. S. GOVT. PUBS.
DEPOSITORY 376

L 2.71:

U.S. Department of Labor
Ray Marshall, Secretary

Bureau of Labor Statistics
Janet L. Norwood, Commissioner

July 1980 (Reprinted December 1980)

Unless specifically identified as copyright, material in this publication is in the public domain and may, with appropriate credit, be reproduced without permission.

Preface

This publication reports on a pilot survey conducted by the Bureau of Labor Statistics, of the incidence and characteristics of private sector employee benefit plans in 1979. The pilot survey was conducted for the Office of Personnel Management (OPM) which will use the data to develop the dollar cost for providing Federal employees with a level of benefits found in private industry.

The pilot survey was designed to represent 21 million employees in establishments covered by the Bureau's annual survey of Professional, Administrative, Technical, and Clerical Pay—presently used in the pay comparability process for Federal white-collar employees. The test collected information on employee work schedules and developed detailed data on the characteristics (excluding employer cost) of 11 private-sector employee benefits selected for study by OPM: Paid lunch and rest periods; paid holidays, vacations, personal leave, and sick leave; life, accident and sickness, health, and long-term disability insurance; and private pension plans. A description of the scope of the survey, statistical procedures, and definitions of terms used are in the appendix.

The Bureau will review the test results to determine the adequacy of the sample size and design, as well as to improve its collection techniques and procedures. The Bureau will also explore with OPM methods for adding benefits not covered in the initial test to future surveys.

This report was prepared in the Office of Wages and Industrial Relations by the staffs of the Division of General Compensation Structures and the Division of Occupational Wage Structures.

best copy available

Contents

Page

Work schedules 1
Paid lunch and rest periods 1
Paid vacations 1
Paid holidays 1
Personal leave 1
Sick leave plans 2
Accident and sickness insurance 2
Long-term disability insurance 2
Health insurance 2
Pension plans 3
Life insurance 3

Tables:
Percent of full-time employees, private industry, 1979:
1. All benefits: Employee benefit programs. 4
2. Work schedules: Number of hours and days scheduled 4
3. Paid lunchtime: Hours of paid lunchtime per week. 4
4. Paid rest time: Hours of paid rest time per week 4
5. Paid vacations: Days of paid vacation at selected periods of service 5
6. Paid holidays: Number of paid holidays each year 6
7. Paid personal leave: Number of days per year. 6
8. Paid sick leave: Number of days at selected periods of service. 6

Percent of full-time participants, private industry, 1979:
9. Accident and sickness insurance: Type and duration of payments for disability due to sickness 7
10. Long-term disability insurance: Method of determining payment and maximum coverage provisions. 8
11. Health insurance: Provisions for selected categories of medical care. 9
12. Health insurance, basic hospital coverage: Type and limit of basic hospital room and board benefit payments. 10
13. Health insurance, basic sugical benefits: Maximum allowance for selected procedures. 10
14. Health insurance, major medical benefits: Amount of deductible. 11
15. Health insurance, major medical benefits: Coinsurance provisions. 11
16. Health insurance: Funding medium. 12
17. Pension plans: Method of determining retirement payments. 13
18. Pension plans: Minimum age and service requirements for normal retirement 13
19. Life insurance: Method of determining amount of basic life insurance and frequency of accidental death and dismemberment coverage 14
20. Life insurance, multiple-of-earnings formulas: Amount of insurance and maximum coverage provisions 14
21. Life insurance, flat dollar insurance: Amount of insurance 14

Appendix: Technical note 15

Employee benefits in industry: A pilot survey

Most full-time employees in medium and large private-sector establishments work a 5-day, 40-hour week and receive paid holidays and vacations as well as fully employer financed life and health insurance, income continuation during disability, and pension plans. The detailed characteristics of these and other types of employee benefits were collected in the 1979 pilot survey and are presented in this report (table 1).

Work schedules. Weekly work schedules of 5 days, 40 hours applied to 82 percent of the employees covered by the survey (table 2). Eighteen percent of the professional-administrative employees, 27 percent of the technical-clerical employees, and only 7 percent of the production workers were on schedules of less than 40 hours. A 5-day week was also predominant among all three occupational groups. Only about 1 percent of the workers were scheduled to work fewer than 5 days; 3 percent were usually scheduled for more than 5 days.

Paid lunch and rest periods. About 13 percent of the employees covered by the survey received paid lunch periods, while more than 75 percent were provided paid rest time, e.g., coffee breaks and cleanup time (tables 3 and 4). Both benefits were more common among production employees than among the two other occupational groups. The incidence of these benefits was lowest among professional-administrative employees (less than 5 percent received paid lunch periods and 60 percent paid rest time). The professional-administrative group were most likely to be covered by informal plans, which were not included in the survey.

Among those receiving paid rest periods, production employees typically received 20 or 30 minutes a day, while professional-administrative and technical-clerical employees generally were eligible for 30 minutes of paid rest time daily. Most commonly, paid rest was provided as two daily breaks of 10 to 15 minutes each. Production employees who were covered by paid lunch plans usually received 20 to 30 minutes a day.

Paid vacations. As many as 25 days of vacation were commonly provided annually to full-time employees after 25 years of service (table 5). Typical vacation plans called for 5 days with less than 1 year of service; 10 days after 1 year; 15 days after 10 years; and 20 days after 15 years of service. Plans covering professional-administrative and technical-clerical employees were generally more liberal than those covering production employees, especially during early years of service. Nearly half of the professional-administrative employees, for example, became eligible for at least 15 days of vacation after 5 years of service, compared with three-tenths of the production employees.

Nearly all workers received their regular pay during vacations. Less than 1 percent received payments in excess of regular pay, e.g., 5 weeks' pay for 4 weeks of vacation time. About one-tenth of the employees received vacation payments which were calculated as a percentage of their earnings during the previous year. This type of payment was most common among production employees.

Excluded from the vacation provisions studied were extended plans, such as those found in the steel, aluminum, and can industries; and anniversary-year bonus plans. In cases where personal leave could not be reported separately, it was included in the vacation plans.

Paid holidays. Virtually all employees were provided paid holidays. The number of holidays provided was generally the same among the three occupational groups, with full-time employees typically receiving 9 to 11 days per year (table 6). Extended holiday plans, such as the Christmas–New Year's Day period provided in the auto industry, floating holidays, and "personal holidays," such as employee birthdays, were included in the holiday plans reported.

Personal leave. Personal leave, which allows employees to be absent from work with pay for a variety of reasons not covered by other specific leave plans, was provided to about 19 percent of the employees. The proportion of professional-administrative and technical-clerical employees (about 30 percent) receiving personal leave was far greater than that for production employees (about 11 percent). Most commonly, employees provided personal leave were eligible for 2 to 5 days per year (table 7). A small proportion of employees, primarily professional-administrative, were provided as much personal leave as

READEX FICHE

they needed with no maximum number of days specified.

Sick leave plans. Formal sick leave plans covered 80 percent of the professional-administrative employees, 83 percent of the technical-clerical employees, and 37 percent of the production employees. The latter, however, were more frequently covered under accident and sickness insurance plans than sick leave.

Benefits differed significantly among the various sick leave plans, ranging from those providing 2 or 3 days of leave per year, to others providing 6 months or more of benefits (table 8). Most plans provided the employee with full pay for at least a portion of the time while on sick leave. In addition, about one-tenth of the workers were in plans which contained provisions for paying part of the employee's regular salary after the full-pay provisions were exhausted. More than nine-tenths of the workers covered by sick leave plans received benefits beginning on the first day of illness or disability. For those who reported a waiting period before benefits began, this period was typically 1 to 3 days.

The most commonly reported full-pay provisions—accounting for about one-third to two-fifths of all employees (depending on length of service)—were 5 to 30 days of sick leave annually. Sick leave plans covering professional-administrative and technical-clerical employees generally were more liberal than those covering production employees. For example, 14 percent of the professional-administrative employees were eligible for 120 days or more of sick leave at full pay after 20 years of service, while only about 2 percent of the production employees were covered by similar provisions.

Accident and sickness insurance. Accident and sickness insurance would provide two-thirds of the employees with income during absence from work due to disability, sometimes in coordination with sick leave payments. (Although professional-administrative and technical-clerical employees were not covered by accident and sickness insurance as frequently as production employees, they were covered to a greater extent by sick leave.)

Payments from accident and sickness insurance during short-term disability are either a proportion of earnings or a scheduled dollar amount (table 9). Fifty-five percent of production employee participants were in plans that based benefits on earnings, paying either a proportion of earnings or a flat dollar amount that varied by earnings. For the other employee groups, the proportion of participants in earnings-based plans was nearly nine-tenths.

Just over one-half of all participants would receive benefits for up to 26 weeks, and about one-fifth for up to 52 weeks. Professional-administrative and technical-clerical employees were more likely than production employees to be covered for 52 weeks.

Somewhat more than four-fifths of participants were in plans paid for entirely by the employer.

Long-term disability insurance. Long-term disability insurance (LTD) benefits replace some of the income employees lose when they are unable to work because of disability. Generally, it takes over after sick leave and accident and sickness insurance are exhausted. In 1979, nearly one-half of all employees were participants in an employer-sponsored LTD plan.

More than 3 out of 4 participants in LTD plans could receive a benefit equal to between 50 and 60 percent of usual earnings (table 10).

For 7 out of 10 participants, benefits were limited either by direct plan maximums or by maximums integrated with other income received during disability, such as family social security payments and rehabilitative employment income.

Nearly 4 out of 5 participants were in plans funded entirely by the employer. Production employees were more likely than the others to be in such plans.

Health insurance. Health insurance plans that were at least partially financed by the employer covered 97 percent of the workers in the survey. Nearly all participants were insured for hospital room and board, surgery, X-rays, and physicians' hospital visits. One-half had some form of dental insurance and almost one-fifth had vision care insurance (table 11).

Insurance up to the hospital's usual rate for a semiprivate room was provided to 90 percent of the participants with basic hospital room and board coverage (table 12). The remainder of the participants were in plans which provided up to a specified dollar amount for each day spent in the hospital. Seventy-two percent of the participants could receive hospital room and board payments for a specific number of days, most commonly 365 days per hospital confinement. For 23 percent, hospital expenses were reimbursed up to a dollar limit per hospital confinement, and 5 percent had unlimited coverage. Sixty percent of the participants with basic surgical benefits were in plans that covered "usual and customary" charges for operations; the rest were in plans that covered up to a specified amount, depending on the surgical procedure (table 13).

Eighty-seven percent of the participants with major medical benefits were required to pay no more than $100 in covered expenses before major medical protection went into effect (table 14). Just over one-half had to pay $100, and about one-fourth, $50. Nearly all employees had to satisfy this requirement yearly. Once the deductible requirement was satisfied, 9 out of 10 participants in major medical plans were insured to 80 percent of expenses (coinsurance) but had to pay the remaining 20 percent (table 15). Fifty-three percent of the professional-administrative and 56 percent of the

technical-clerical participants, but only 39 percent of the production participants, had coinsurance that increased from the initial proportion to 100 percent after a specified level of expenses was incurred during a year, thus limiting the employee's potential out-of-pocket costs.

Commercially insured plans predominated in all the health benefit areas with the heaviest concentration being in major medical plans (table 16). Blue Cross-Blue Shield was an important funding medium for basic benefits, but was a less important funding medium for major medical benefits. Eleven percent of the participants were covered by self-insured benefits, and only about 2 percent were enrolled in a prepaid health plan. No noticeable differences were found in funding media by type of employee covered.

Seventy-three percent of all participants had their individual health benefits financed entirely by the employer. The proportion varied by occupational group, from 79 percent of the production employees to 61 percent of the technical-clerical employees.

Pension plans. Eighty-seven percent of the employees participated in pension plans with either specified retirement benefits or with unspecified benefits based on employer contributions. The survey did not cover other plans that could provide retirement income, such as profit sharing, stock purchase, and savings plans. The rate of participation in pension plans was 96 percent among professional-administrative employees, about 10 percentage points greater than the other groups.

Two out of three participants were in plans that provide retirement income based on either career or final years' earnings. While 9 out of 10 professional-administrative and technical-clerical employee participants were in such plans, production employee participants were roughly evenly divided between these plans and those which based benefits on a formula—dollar amounts times years of service (table 17).

Over two-fifths of all participants (44 percent) were covered by plans that required the employee to reach age 63 to 65 before being eligible to retire with immediate full benefits (normal retirement); the majority of these were in plans with no length of service requirements (table 18). Nearly one-fifth (19 percent) were in plans specifying age 61 or 62 for normal retirement, and another one-fifth were in plans specifying age 60 or less.

Eighty-three percent of the professional-administrative participants were in plans fully paid by the employer, compared to 89 percent of the other employee group participants.

Life insurance. Nearly all the workers were provided life insurance by their employers. The amount of insurance, however, varied by earnings and occupation. Sixty-three percent of all insured workers received life insurance related to earnings (table 19). This included 39 percent who were insured for a multiple of their annual earnings and 24 percent whose coverage was graduated according to an earnings schedule. A flat amount of insurance was provided to most of those whose insurance was not based on their earnings. Four out of five professional-administrative and technical-clerical participants had pay-related insurance, in contrast to only 1 of 2 production participants.

Forty-four percent of the participants covered by a multiple-of-earnings formula were insured for an amount equal to their earnings, and 34 percent were insured for 2 times earnings (table 20). Professional-administrative participants were evenly divided between both levels, but the majority of other participants were most commonly at the lower level.

Three out of five participants with a flat amount of insurance had less than $10,000 coverage. These were mostly technical-clerical and production employees (table 21). Professional-administrative employees with flat amounts of insurance usually were covered for between $10,000 and $20,000.

Additional insurance for accidental death or dismemberment was provided for nearly 3 out of 4 workers covered by life insurance. Eighty percent of the participants were provided life insurance at no cost.

Table 1. All benefits: Percent of full-time employees participating in employee benefit programs, private industry,[1] 1979

Employee benefit program	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
Paid:				
Lunch time	13	5	6	19
Rest time	75	60	74	81
Holidays	99	100	100	99
Vacations	100	100	100	99
Personal leave	19	28	30	11
Sick leave	56	80	83	37
Accident and sickness insurance	65	53	49	75
Noncontributory[2]	55	44	40	64
Long-term disability insurance	49	66	56	40
Noncontributory[2]	38	49	41	33
Health insurance	97	100	95	98
Noncontributory[2]	71	70	58	77
Pension plan	87	96	87	85
Noncontributory[2]	77	80	77	76
Life insurance	96	99	92	96
Noncontributory[2]	77	77	69	80

[1] See appendix for scope of study and occupational group definition.
[2] Provided at no cost to employee.

Table 2. Work schedules: Percent of full-time employees by number of hours and days scheduled per week, private industry, 1979

Work schedule	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
Hours per week:				
Under 35	(1)	(1)	(1)	1
35	3	4	6	1
Over 35 and under 37.5	2	2	3	1
37.5	7	9	13	3
Over 37.5 and under 40	2	3	5	1
40	82	79	71	88
Over 40	4	2	2	6
Days per week:				
Under 4	(1)	(1)	(1)	(1)
4	(1)	(1)	1	(1)
Over 4 and under 5	(1)	(1)	(1)	(1)
5	96	98	98	95
Over 5	3	1	1	4

[1] Less than 0.5 percent.
NOTE: Because of rounding, sums of individual items may not equal 100.

Table 3. Paid lunch time: Percent of full-time employees by hours of paid lunch time per week, private industry, 1979

Hours per week	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
Receiving paid lunch time	13	5	6	19
Under 1.25 hours	(1)	(1)	(1)	(1)
1.25 hours	1	(1)	(1)	1
Over 1.25 and under 1.67 hours	1	—	(1)	1
1.67 hours	5	(1)	1	8
Over 1.67 and under 2.5 hours	(1)	—	—	1
2.5 hours	4	1	2	6
Over 2.5 hours	2	3	3	1
Receiving no paid lunch time	87	95	94	81

[1] Less than 0.5 percent.
NOTE: Because of rounding, sums of individual items may not equal totals.

Table 4. Paid rest time: Percent of full-time employees by hours of paid rest time per week, private industry, 1979

Hours per week	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
Receiving paid rest time	75	60	74	81
Under 1.25 hours	3	1	2	5
1.25 hours	4	5	8	3
1.25 and under 1.67 hours	1	(1)	1	1
1.67 hours	23	15	16	29
Over 1.67 and under 2.5 hours	3	1	2	4
2.5 hours	35	36	45	30
Over 2.5 and under 3.33 hours	1	(1)	(1)	2
3.33 hours	1	1	1	1
Over 3.33 hours	3	(1)	(1)	6
Receiving no paid rest time	25	40	26	19

[1] Less than 0.5 percent.
NOTE: Because of rounding, sums of individual items may not equal totals.

Table 5. Paid vacations: Percent of full-time employees by amount of paid vacation provided at selected periods of service, private industry, 1979

Vacation policy	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
In plans providing paid vacations at qualifying periods of service	100	100	100	99
Less than 1 year of service:				
Under 5 days	36	20	29	44
5 days	36	39	36	34
Over 5 and under 10 days	9	14	14	6
10 days	15	21	18	12
Over 10 days	3	6	3	2
After 1 year of service:				
Under 5 days	(1)	(1)	(1)	(1)
5 days	36	9	15	54
Over 5 and under 10 days	2	1	3	3
10 days	55	77	75	39
Over 10 days	6	13	6	4
After 3 years of service:				
Under 5 days	(1)	(1)	(1)	(1)
5 days	5	(1)	1	8
Over 5 and under 10 days	2	(1)	1	2
10 days	79	80	86	76
Over 10 and under 15 days	7	4	5	9
15 days	5	9	5	3
Over 15 days	2	6	2	1
After 5 years of service:				
Under 10 days	1	(1)	1	1
10 days	54	44	48	61
Over 10 and under 15 days	8	8	7	8
15 days	32	40	40	27
Over 15 and under 20 days	1	1	1	1
20 days	2	7	2	1
Over 20 days	1	1	1	(1)
After 10 years of service:				
Under 10 days	1	(1)	(1)	1
10 days	8	3	4	11
Over 10 and under 15 days	2	1	2	2
15 days	68	68	74	66
Over 15 and under 20 days	6	3	4	8
20 days	12	20	12	9
Over 20 days	2	5	3	1
After 15 years of service:				
Under 10 days	1	(1)	(1)	1
10 days	4	2	2	6
Over 10 and under 15 days	1	(1)	1	1
15 days	33	25	28	37
Over 15 and under 20 days	6	6	7	6
20 days	51	60	58	44
Over 20 days	5	7	4	4
After 20 years of service:				
Under 10 days	1	(1)	(1)	1
10 days	4	2	2	6
Over 10 and under 15 days	(1)	(1)	(1)	1
15 days	11	7	10	13
Over 15 and under 20 days	3	2	3	2
20 days	57	62	66	51
Over 20 and under 25 days	2	2	2	1
25 days	19	21	15	21
Over 25 days	3	4	2	3
After 25 years of service:				
Under 10 days	1	(1)	(1)	1
10 days	4	2	2	6
Over 10 and under 15 days	(1)	(1)	(1)	(1)
15 days	10	6	7	12
Over 15 and under 20 days	1	1	1	1
20 days	31	35	41	26
Over 20 and under 25 days	2	3	3	1
25 days	45	47	41	46
Over 25 and under 30 days	1	1	(1)	2
30 days and over	5	6	4	5
After 30 years of service or more:				
Under 10 days	1	(1)	(1)	1
10 days	4	2	2	6
Over 10 and under 15 days	(1)	(1)	(1)	(1)
15 days	10	6	7	12
Over 15 and under 20 days	1	1	1	1
20 days	29	33	39	23
Over 20 and under 25 days	2	2	2	1
25 days	42	44	40	42
Over 25 and under 30 days	1	1	(1)	1
30 days	10	12	7	10
More than 30 days	1	1	1	1
Employees not provided paid vacations	(1)	(1)	(1)	1

[1] Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 6. Paid holidays: Percent of full-time employees by number of paid holidays provided each year, private industry, 1979

Number of days[1]	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
Provided paid holidays	99	100	100	99
Less than 6 days	2	1	1	2
6 days	5	4	7	5
7 days	7	5	8	7
8 days	8	8	11	6
9 days	14	13	17	13
10 days	29	33	27	28
11 days	19	20	16	20
12 days	7	8	7	7
13 days	4	6	4	3
14 and under 20 days	2	2	1	2
20 days	3	—	—	6
More than 20 days	(2)	—	—	(2)
Not provided paid holidays	1	(2)	(2)	1

[1]In addition to the full-day provision shown, some plans provided from 1 to 3 half-day holidays.

[2]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 7. Paid personal leave: Percent of full-time employees by number of paid personal leave days provided per year, private industry, 1979

Number of days	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
Provided personal leave	19	28	30	11
Less than 2 days	2	2	3	2
2 days	7	7	12	5
3 days	2	4	3	1
4 days	2	2	4	1
5 days	2	4	2	1
More than 5 days	2	3	3	1
No maximum specified[1]	2	6	3	1
Not provided personal leave	81	72	70	89

[1]Workers were provided as much personal leave as they needed.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 8. Paid sick leave: Percent of full-time employees by number of paid sick leave days provided per year at selected periods of service, private industry, 1979

Sick leave policy[1]	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All employees	100	100	100	100
In establishments providing paid sick leave	56	80	83	37
Less than 1 year of service:				
Under 5 days	6	3	5	8
5 and under 10 days	16	20	29	8
10 and under 30 days	15	26	28	7
30 and under 60 days	4	5	3	4
60 and under 120 days	2	5	2	2
120 days or more	3	6	3	1
After 1 year of service:				
Under 5 days	4	1	1	6
5 and under 10 days	15	13	23	13
10 and under 30 days	20	34	38	8
30 and under 60 days	2	4	3	1
60 and under 120 days	2	4	2	1
120 days or more	3	7	3	2
After 5 years of service:				
Under 5 days	3	1	1	5
5 and under 10 days	12	10	16	11
10 and under 30 days	17	26	31	8
30 and under 60 days	6	9	11	2
60 and under 120 days	5	11	7	2
120 days or more	4	8	4	2
After 10 years of service:				
Under 5 days	3	(2)	1	5
5 and under 10 days	12	9	16	11
10 and under 30 days	16	24	29	7
30 and under 60	5	7	10	2
60 and under 120 days	6	13	10	2
120 days or more	5	11	6	2
After 20 years of service:				
Under 5 days	3	(2)	1	5
5 and under 10 days	12	9	16	11
10 and under 30 days	16	24	28	8
30 and under 60	4	6	9	2
60 and under 120 days	5	10	7	2
120 days or more	7	15	10	2
Sick leave granted per illness	6	10	8	4
No annual maximum sick leave specified	1	4	2	(2)
In establishments not providing paid sick leave	44	20	17	63

[1]In addition to the full-pay provisions shown, some plans provided sick leave benefits at partial pay.

[2]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 9. Accident and sickness insurance: Percent of full-time participants in plans, by type and duration of payments for disability due to sickness, private industry, 1979

Type of payment	Weeks of coverage									
	Total plans	Less than 26	26[1]	52[2]	Varies by service	Total plans	Less than 26	26[1]	52[2]	Varies by service
	All employees					Technical and clerical employees				
All types	100	15	52	18	14	100	10	52	18	19
Fixed percent of earnings	34	5	23	2	3	48	5	32	3	6
50–54	11	2	8	(3)	(3)	17	1	15	(3)	1
55–59	1	—	1	(3)	—	1	—	1	—	—
60–64	7	2	5	(3)	(3)	8	3	4	(3)	(3)
65–69	7	(3)	6	(3	1	9	—	8	(3)	1
70 or more	7	1	3	1	2	12	1	5	3	5
Percent of earnings varies	17	1	5	8	4	32	2	9	12	9
By service	1	(3)	(3)	(3)	1	3	(3)	1	1	1
By length of disability	2	(3)	1	1	1	4	1	1	(3)	1
By both service and by length of disability	14	(3)	3	8	3	25	1	7	11	7
Fixed weekly dollar benefit	31	9	17	3	2	10	2	6	1	1
Less than $60	8	4	3	(3)	(3)	3	1	2	(3)	(4)
$60–$79	5	2	2	—	(3)	3	1	1	—	1
$80–$99	6	2	4	(3)	(3)	2	1	1	(3)	(3)
$100–$119	6	1	4	1	(3)	1	(3)	1	(3)	(3)
$120 or more	5	—	4	1	1	1	—	1	—	—
Weekly dollar benefit varies	17	1	7	4	5	9	1	4	1	2
By earnings	15	1	6	4	4	8	1	4	1	2
By service or by length of disability	2	(3)	1	(3)	1	1	(3)	(3)	—	—
	Professional and administrative employees					Production employees				
All types	100	13	53	22	13	100	18	52	16	13
Fixed percent of earnings	49	6	32	5	5	26	5	18	1	2
50–54	14	1	12	1	1	9	3	6	(3)	(3)
55–59	1	—	1	—	—	1	—	1	(3)	—
60–64	11	3	7	(3)	1	6	1	4	1	—
65–69	7	—	7	1	(3)	6	(3)	5	—	1
70 or more	16	2	6	4	3	3	(3)	2	—	1
Percent of earnings varies	34	2	12	14	6	10	(3)	2	5	2
By service	1	(3)	(3)	(3)	(3)	1	—	1	—	—
By length of disability	5	1	2	2	1	1	(3)	1	(3)	(3)
By both service and by length of disability	28	1	10	12	5	7	—	(3)	5	2
Fixed weekly dollar benefit	9	2	6	(3)	(3)	42	12	23	4	2
Less than $60	4	1	3	1	(3)	10	6	3	(4)	(3)
$60–$79	1	1	1	—	(3)	7	3	3	—	(3)
$80–$99	1	1	1	(3)	(3)	8	2	5	(3)	(3)
$100–$119	2	(3)	1	(3)	(3)	9	1	6	2	1
$120 or more	1	—	(3)	(1)	(3)	8	—	5	2	1
Weekly dollar benefit varies	6	(3)	3	1	1	22	1	9	5	7
By earnings	6	(3)	3	1	1	19	1	8	5	6
By service or by length of disability	(3)	(3)	(3)	—	—	3	(3)	1	(3)	1

[1] Includes 2.1 percent who were covered between 27 and 51 weeks.
[2] Includes 0.8 percent who were covered for more than 52 weeks.
[3] Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 10. Long-term disability insurance: Percent of full-time participants in plans, by method of determining payment and maximum coverage provision, private industry, 1979

Method of determining payment	All employees			Professional and administrative employees			Technical and clerical employees			Production employees		
	Participants in plans—											
	Total	With maximum provisions	Without maximum provisions	Total	With maximum provisions	Without maximum provisions	Total	With maximum provisions	Without maximum provisions	Total	With maximum provisions	Without maximum provisions
All methods	100	70	30	100	67	33	100	73	27	100	70	30
Fixed percent of earnings	91	65	26	91	61	29	91	70	22	93	65	28
Less than 50	1	1	1	2	1	1	1	1	1	2	1	1
50	44	30	15	32	17	15	30	21	9	59	41	18
55	2	(1)	1	1	1	—	1	(1)	1	3	—	3
60	31	27	4	37	31	6	42	37	5	21	20	1
65 or 66.7	8	6	2	11	9	2	11	9	2	5	4	1
70 or more	5	1	4	8	3	5	6	2	4	4	—	4
Variable percent of earnings or scheduled dollar amounts	9	5	4	10	6	4	9	4	5	7	5	2

[1] Less than 0.5 percent

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 11. Health insurance: Percent of full-time participants in plans, by provisions for selected categories of medical care, private industry, 1979

Type employee and category of medical care	All participants[1]	Provided care				Not provided care
		Total	By basic benefits only[2]	By major medical only[3]	By basic benefits and major medical	
All employees						
Hospital—room and board	100	100	17	7	76	—
Hospital—miscellaneous service	100	100	15	8	77	—
Extended care	100	54	23	19	12	46
Surgical	100	100	40	15	45	—
Physician visits—in hospital	100	99	14	30	55	1
Physician visits—office	100	92	4	78	10	8
Diagnostic X-ray and laboratory	100	100	16	9	75	—
Outpatient care	100	98	17	8	72	2
Prescription drugs	100	96	11	81	3	4
Private duty nursing	100	91	2	88	1	8
Mental health care	100	98	11	7	80	1
Dental	100	50	49	2	(4)	49
Vision	100	18	16	2	—	81
Production employees						
Hospital—room and board	100	100	19	6	75	—
Hospital—miscellaneous service	100	100	18	6	75	—
Extended care	100	55	24	20	11	45
Surgical	100	99	41	12	47	—
Physician visits—in hospital	100	99	18	24	57	1
Physician visits—office	100	87	4	71	12	13
Diagnostic X-ray and laboratory	100	100	19	7	74	—
Outpatient care	100	98	22	6	69	2
Prescription drugs	100	95	14	77	4	5
Private duty nursing	100	88	2	85	1	12
Mental health care	100	99	16	6	77	(4)
Dental	100	52	51	1	(4)	48
Vision	100	21	20	1	—	77
Technical and clerical employees						
Hospital—room and board	100	100	17	9	74	—
Hospital—miscellaneous service	100	100	12	10	77	—
Extended care	100	54	21	19	14	46
Surgical	100	100	37	19	44	—
Physician visits—in hospital	100	99	10	37	52	(4)
Physician visits—office	100	96	4	85	7	3
Diagnostic X-ray and laboratory	100	100	13	13	74	—
Outpatient care	100	99	12	11	75	1
Prescription drugs	100	96	7	86	2	4
Private duty nursing	100	97	4	92	1	3
Mental health care	100	98	6	10	81	1
Dental	100	46	43	3	(4)	54
Vision	100	13	10	2	—	81
Professional and administrative employees						
Hospital—room and board	100	100	13	8	79	—
Hospital—miscellaneous service	100	100	11	8	81	—
Extended care	100	53	22	17	14	47
Surgical	100	100	39	19	42	—
Physician visits—in hospital	100	100	9	39	52	—
Physician visits—office	100	98	3	88	7	2
Diagnostic X-ray and laboratory	100	100	11	11	78	—
Outpatient care	100	99	10	10	79	1
Prescription drugs	100	97	7	86	4	3
Private duty nursing	100	98	2	94	1	2
Mental health care	100	99	5	9	85	(4)
Dental	100	50	47	3	(4)	49
Vision	100	14	11	3	—	85

[1]Includes less than 2 percent in plans in which medical care provision was not determinable.

[2]A provision was classified as a basic benefit when it covered the initial expenses incurred for a specifc medical service. Under these provisions, a plan paid covered expenses in one of several ways: (1) In full, with no limitation; (2) in full for a specified period time, or until a dollar limit was reached; and (3) a cash scheduled allowance benefit that provided up to a dollar amount for a service performed by a hospital or physician.

[3]Major medical benefits cover many categories of expenses, some of which are not covered under basic benefits, and others for which basic coverage limits have been exceeded. These benefits are characterized by deductible and coinsurance provisions.

[4]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 12. Health insurance: Percent of full-time participants in plans, by type and limit of basic hospital room and board benefit payments, private industry, 1979

Type of payment	All participants	Subject to limit on the days of coverage per hospital confinement						Subject to other limits[1]	Unlimited
		All	Under 120 days	120 days	121–364 days	365 days	366 days or more		
All employees									
Total	100	72	12	21	4	29	6	23	5
Daily dollar allowance	10	7	4	1	1	1	—	3	—
Semiprivate rate	90	65	8	20	3	28	6	20	5
Professional and administrative employees									
Total	100	64	9	20	3	26	4	29	7
Daily dollar allowance	7	4	2	1	—	1	—	3	—
Semiprivate rate	93	60	7	19	3	27	4	26	7
Technical and clerical employees									
Total	100	65	12	22	3	23	5	25	10
Daily dollar allowance	7	6	4	1	—	1	—	1	—
Semiprivate rate	93	59	8	21	3	22	5	24	10
Production employees									
Total	100	77	13	21	4	32	7	20	3
Daily dollar allowance	12	9	5	2	1	1	—	3	—
Semiprivate rate	88	68	8	19	3	31	7	17	3

[1]Includes workers in plans where basic benefit is limited by a maximum dollar amount per confinement or per year, and other plans where the limit on the number of days of coverage applies within a specified time period.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 13. Health insurance: Percent of full-time participants in plans with basic surgical benefits, by maximum allowance for selected procedures, private industry, 1979

Procedure	All participants	Usual and customary charge	Maximum scheduled allowance													
			All	$1–$50	$51–$100	$101–$150	$151–$200	$201–$300	$301–$400	$401–$500	$501–$750	$751–$1,000	$1,001–$1,250	$1,251–$1,500	$1,501–$2,000	More than $2,000	Not determinable
All employees																	
Most expensive	100	60	40	—	—	—	—	1	3	5	9	7	2	5	6	1	1
Appendectomy	100	60	40	—	—	2	7	15	11	1	[1]	—	—	—	—	—	4
Tonsillectomy	100	60	40	2	19	13	1	—	—	—	—	—	—	—	—	—	5
Hysterectomy	100	60	40	—	—	—	1	6	8	7	9	1	—	—	—	—	8
Professional and administrative employees																	
Most expensive	100	64	36	—	—	—	—	1	2	4	6	6	2	5	7	1	2
Appendectomy	100	64	36	—	—	2	5	12	12	1	[1]	—	—	—	—	—	4
Tonsillectomy	100	64	36	2	15	13	1	—	—	—	—	—	—	—	—	—	5
Hysterectomy	100	64	36	—	—	—	[1]	5	6	7	9	1	—	—	—	—	8
Technical and clerical employees																	
Most expensive	100	58	42	—	—	—	—	2	2	3	8	8	3	9	6	[1]	1
Appendectomy	100	58	42	—	—	2	7	15	13	[1]	[1]	—	—	—	—	—	5
Tonsillectomy	100	58	42	2	19	15	1	—	—	—	—	—	—	—	—	—	5
Hysterectomy	100	58	42	—	—	—	1	6	7	7	12	1	—	—	—	—	8
Production employees																	
Most expensive	100	59	41	—	—	—	—	1	4	6	10	6	2	3	6	1	1
Appendectomy	100	59	41	—	—	2	8	15	10	1	[1]	—	—	—	—	—	5
Tonsillectomy	100	59	41	1	21	12	1	—	—	—	—	—	—	—	—	—	6
Hysterectomy	100	59	41	—	—	—	1	7	9	8	8	[1]	[1]	—	—	—	8

[1]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 14. Health insurance: Percent of full-time participants with major medical coverage, by amount of deductible, and applicable benefit period, private industry, 1979

Amount of deductible[1]	Benefit period											
	All employees			Professional and administrative employees			Technical and clerical employees			Production employees		
	Total	1-year period	Other period	Total	1-year period	Other period	Total	1-year period	Other period	Total	1-year period	Other period
Total	100	93	7	100	94	6	100	94	6	100	93	7
$25	1	1	(2)	3	2	1	2	1	1	1	1	(2)
$50	28	25	3	26	24	2	24	22	2	31	27	4
$75	5	5	—	4	4	—	5	5	—	6	6	—
$76-99	1	1	—	2	2	—	1	1	—	(2)	(2)	—
$100	52	50	2	52	50	2	54	52	2	50	49	(2)
$126-149	6	5	1	7	6	1	6	5	1	6	5	1
$150 and over	7	6	1	5	5	—	9	9	(2)	6	5	1

[1]If the deductible was based on a percent of earnings, an annual earnings level of $14,500 was used to convert the deductible to a flat dollar amount for the plan analysis.

[2]Less than 0.5 percent.

NOTE: Because of rounding, sums may not equal totals.

Table 15. Health insurance: Percent of full-time participants in plans with major medical coverage, by coinsurance[1] provisions, private industry, 1979

Coinsurance change provision[1]	All employees				Professional and and administrative employees				Technical and clerical employees				Production employees			
	Initial coinsurance															
	Total	80 percent	85 percent	Other	Total	80 percent	85 percent	Other	Total	80 percent	85 percent	Other	Total	80 percent	85 percent	Other
All coinsurance	100	91	5	4	100	91	5	4	100	92	4	4	100	90	6	4
Final coinsurance change to 100 percent	46	42	3	(2)	53	49	2	2	56	52	2	2	39	34	4	1
Changes when level of covered expenses within a year reaches:																
$0–$2,000	6	6	—	—	7	7	—	—	9	9	—	—	5	5	—	—
$2,001–$4,000	11	10	(2)	(2)	14	13	(2)	(2)	15	15	(2)	(2)	9	8	1	(2)
$4,001–$6,000	19	18	1	(2)	24	23	1	1	22	20	1	1	16	16	(2)	(2)
More than $6,000	10	7	2	1	8	6	1	1	10	9	1	(2)	10	5	2	(2)
Final coinsurance changes to other than 100 percent	1	1	(2)	(2)	2	1	(2)	(2)	2	1	(2)	1	1	1	—	(2)
Coinsurance unchanged	53	48	2	2	45	40	3	2	43	39	2	2	60	55	2	3

[1]Coinsurance is the percent of covered expenses paid by the plan. The balance is paid by the employee.

[2]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 16. Health insurance: Percent of full-time participants in plans, by funding medium for types of coverage, private industry, 1979

Type of funding medium	Type of Coverage			
	Basic hospital[1]	Basic surgical[1]	Basic medical[1]	Major medical[2]
All employees				
Total	100	100	100	100
Provided	92	85	70	90
Blue Cross/Blue Shield	31	26	26	13
Commercial carrier	48	48	35	65
Independent prepaid health organization[3]	2	2	2	4
Self-insured	11	9	7	11
Combination of two or more media	(4)	(4)	(4)	(4)
Not provided	7	14	30	10
Professional and administrative employees				
Total	100	100	100	100
Provided	91	82	62	95
Blue Cross/Blue Shield	30	22	22	10
Commercial carrier	49	50	32	74
Independent prepaid health organization[3]	2	2	2	(4)
Self-insured	9	7	5	10
Combination of two or more media	1	(4)	(4)	(4)
Not provided	8	17	37	5
Technical and clerical employees				
Total	100	100	100	100
Provided	90	82	63	93
Blue Cross/Blue Shield	31	23	23	11
Commercial carrier	46	47	31	71
Independent prepaid health organization[3]	3	3	3	(4)
Self-insured	9	8	6	10
Combination of two or more media	1	(4)	(4)	1
Not provided	10	18	36	7
Production employees				
Total	100	100	100	100
Provided	93	89	76	85
Blue Cross/Blue Shield	31	29	29	15
Commercial carrier	49	48	37	60
Independent prepaid health organization[3]	1	2	2	(4)
Self-insured	12	10	8	10
Combination of two or more media	(4)	(4)	(4)	(4)
Not provided	6	11	24	14

[1]A plan provision was classified as a basic benefit when it covered the initial expenses incurred for a specific medical service. Under these provisions, a plan paid covered expenses in one of several ways: 1) In full with no limitation; 2) in full for a specified period of time, or until a dollar limit was reached; and 3) a cash scheduled allowance benefit that provided up to a dollar amount for a service performed by a hospital or physician.

[2]Major medical benefits cover many categories of expenses, some of which are not covered under basic benefits, and others for which basic coverage limits have been exceeded. These benefits are characterized by deductible and coinsurance provisions.

[3]Independent prepaid health organizations include plans recognized as Health Maintenance Organizations as defined by the HMO Act of 1973, and other organizations which deliver health care under a prepayment plan.

[4]Less than 0.5 percent.

NOTE: Because of rounding, sums may not equal totals.

Table 17. Pension plans: Percent of full-time participants in pension plans[1] by method of determining retirement payments, private industry, 1979

Primary and alternate basis of payment	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All participants	100	100	100	100
Participants in plans with:				
Terminal earnings formula	52	71	70	37
No alternate	21	28	36	13
Terminal earnings alternate	11	15	13	8
Career earnings alternate	4	5	4	2
Dollar-amount[2] alternate	16	22	17	13
Percent of contributions	(3)	1	(3)	(3)
Career earnings formula	14	19	18	9
No alternate	7	7	8	4
Dollar-amount[2] alternate	6	10	9	5
Other alternates	1	2	1	1
Dollar-amount formula	32	8	9	51
No alternate	29	7	9	47
Dollar-amount[2] alternate	1	(3)	(3)	2
Percent of contributions	1	1	(3)	2
Other formula	3	3	3	3
No alternate	1	1	1	1
All alternates	2	2	2	2

[1] Benefit formulas of supplemental pension plans are excluded.

[2] Includes formulas based on dollar amounts for each year of service and scheduled benefits that vary by service.

[3] Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 18. Pension plans: Percent of full-time participants in pension plans by minimum age and service requirements for normal requirement,[1] private industry, 1979

Age and service requirements	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All participants	100	100	100	100
Participants in plans with:				
No age requirement	11	7	5	16
30 years of service	11	7	5	16
Age 55 or less	9	9	8	9
20 years of service	6	6	6	6
30 years of service or more	3	2	2	3
Age 56 to 60	11	15	15	8
No service requirement	3	5	5	1
5 years of service	(2)	(2)	—	1
10–15 years of service	1	2	1	1
20–25 years of service	1	1	1	1
30 or more years of service	6	7	7	4
Age 61 to 62	19	22	18	18
No service requirement	7	10	7	6
5 years of service	(2)	1	1	—
10–15 years of service	8	8	7	8
20–25 years of service	3	2	2	3
30 years of service	1	1	1	1
Age 63 to 65	44	39	48	45
No service requirement	35	35	44	32
5 years of service	2	1	1	3
10–15 years of service	7	3	3	10
Sum of age plus service	6	8	6	4
Equals 80	1	1	1	1
Equals 85	3	6	3	2
Equals 90	1	1	2	1
Equals 95 or more	1	1	(2)	(2)

[1] Normal retirement is defined as the point at which a worker could retire and immediately receive all accrued benefits by virtue of service and earnings without any reduction due to age.

[2] Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 19. Life insurance: Percent of full-time participants in plans, by method of determining amount of basic life insurance and frequency of accidental death and dismemberment coverage, private industry, 1979

Method of determination	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All methods	100	100	100	100
Based on earnings	63	81	79	50
Multiple	39	60	55	25
Graduated schedule	24	21	25	25
Flat amount	34	16	17	48
Based on service	3	4	3	2
Other	(1)	(1)	1	(1)
In plans with accidental death and dismemberment insurance	72	69	66	75

[1]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Table 21. Life insurance: Percent of full-time participants in plans with flat dollar insurance, by amount of insurance, private industry, 1979

Amount of flat dollar insurance	All employees	Professional and administrative employees	Technical and clerical employees	Production employees
All amounts	100	100	100	100
Less than $2,000	5	5	3	5
$2,000 and less than 5,000	22	15	20	24
$5,000 and less than 10,000	34	29	40	34
$10,000 and less than 20,000	36	46	28	36
$20,000 and over	2	4	9	1

NOTE: Because of rounding, sums may not equal totals.

Table 20. Life insurance: Percent of full-time participants in plans with multiple-of-earnings formulas, by amount of insurance and maximum coverage provisions, private industry, 1979

Multiple of earnings formula	All participants	In plans without maximum	In plans with maximum				
			All	Less than $50,000	$50,000-$99,000	$100,000-$249,999	$250,000 or more
All employees							
All formulas	100	57	43	8	13	17	6
Life insurance is equal to annual earnings times:							
Less than 1.0	3	2	2	1	1	—	(1)
1.0	44	29	15	5	5	5	1
1.5	11	5	6	1	2	2	1
2.0	34	16	18	1	5	9	3
More than 2.0	8	5	3	(1)	(1)	2	1
Professional and administrative employees							
All formulas	100	56	44	5	13	17	8
Life insurance is equal to annual earnings times:							
Less than 1.0	3	1	2	1	1	(1)	—
1.0	38	24	14	3	6	4	1
1.5	10	4	6	1	2	1	1
2.0	39	20	18	(1)	4	10	4
More than 2.0	10	6	4	—	—	2	2
Technical and clerical employees							
All formulas	100	49	51	5	16	24	6
Life insurance is equal to annual earnings times:							
Less than 1.0	3	2	1	(1)	(1)	(1)	—
1.0	45	27	17	3	6	7	1
1.5	12	4	8	1	3	3	1
2.0	30	12	19	1	5	10	3
More than 2.0	10	4	6	—	1	3	2
Production employees							
All formulas	100	64	36	11	9	12	4
Life insurance is equal to annaul earnings times:							
Less than 1.0	3	2	1	1	(1)	—	—
1.0	50	34	16	7	4	4	1
1.5	12	7	5	2	(1)	2	1
2.0	32	17	14	1	4	7	2
More than 2.0	4	3	1	1	(1)	(1)	(1)

[1]Less than 0.5 percent.

NOTE: Because of rounding, sums of individual items may not equal totals.

Appendix: Technical Note

The 1979 Level of Benefits (LOB) Survey was a large scale pilot test of data collection, processing, and estimation procedures for a variety of provisions of employee benefit plans. The tested procedures were developed as a result of 2 years of feasibility studies of collection methods and questionnaire designs. The data from the test will be used to assess the survey sample and for other statistical analysis.

The 1979 LOB survey covers all establishments[1] in the United States, except Alaska and Hawaii, which employed the indicated minimum number of workers in the following industries:

Industry	*Minimum employment size*
Mining	250
Construction	250
Manufacturing	100–250
Transportation, communication, electric, gas, and sanitary services	100–250
Wholesale trade	100
Retail trade	250
Finance, insurance, and real estate	100
Selected services	50–100

The 1979 LOB survey of 1,469 establishments was a subsample of the sample for the 1979 National Survey of Professional, Administrative, Technical, and Clerical Pay. It was a stratified systematically selected probability sample. Strata were formed on the basis of establishment employment and industry.

The data for the survey were collected by personal visit of Bureau field representatives to the sample establishments. To reduce the reporting burden, sampled establishments were asked to provide documents describing their pension plans and plans covering the four insured benefits. These were analyzed by BLS staff in Washington to obtain the required data on plan provisions.

Sampled establishments were requested to provide data on work schedules and each of the 11 benefits for full-time employees in the following occupational groups:

Professional-administrative:
Includes occupations that require a foundation of knowledge in the theories, concepts, principles, and practices of a broad field of science, learning, administration, or management acquired through a college-level education or the equivalent in progressively responsible experience. Above entry levels, the exercise of a high degree of creativity, originality, analytical ability, and independent judgment to solve varied and complex problems in the field of work is characteristic.

Technical-clerical:
Includes office and sales clerical, technical support, protective services and other such occupations that do *not* require full knowledge of a professional or administrative field of work or the application of a high level of creativity, originality, analytical ability, or independent judgment. Job performance skills are typically acquired through on-the-job experience and/or specific training which is less than that usually represented by a baccalaureate degree. These skills include the application of a practical knowledge of established procedures, practices, precedents, and guidelines.

Production:
Includes skilled, semiskilled, and unskilled trades; craft and production occupations; manual labor occupations; custodial occupations; and operatives.

Excluded from the survey were executive management employees, defined as those whose decisions have direct and substantial effects on an organization's policymaking, part-time employees, temporary employees, seasonal employees and travelling operating employees such as airline flight crews and long distance truckdrivers.

Each of the 36 combinations of benefit and occupational group (e.g., health insurance for production employees) was treated as an individual survey and separate estimates developed for each.

Following is the composite establishment response to the survey:

Number of establishments:	
In sample	1,469
Out of business and out of scope	46
Refusing to respond	170
Responding fully or partially	1,253

There were two procedures used to adjust for missing data from partial schedules and total refusals. First, im-

[1] For this survey, an establishment is an economic unit(s) which produces goods or services, a central administrative office, or an auxiliary unit providing support services to a company. In manufacturing industries the establishment is usually a single physical location. In nonmanufacturing industries, all locations of an individual company within a Standard Metropolitan Statistical Area (SMSA) or within a nonmetropolitan county are usually considered an establishment.

putations for the number of plan participants were made for 63 plans for which the number of participants was not reported. Then an adjustment for nonresponse was made using a weight adjustment technique based on sample unit employment.

The survey design used an unbiased estimator (the Horvitz-Thompson) which assigns the inverse of each sample unit's probability of selection as a weight to the unit's data. The estimator was modified to account for a weight adjustment factor developed during nonresponse adjustment.

The statistics in this report are estimates derived from a sample survey. There are two types of errors possible in estimates based on a sample survey—sampling and nonsampling. The "accuracy" of a survey result is determined by the joint effects of sampling and nonsampling errors.

Sampling errors occur because observations are made for only a sample, not the entire population. Since this survey was based on a probability sample, estimates of sampling error can be produced directly from the data. Since this initial survey was a test, some time will be required before reliable estimates of sampling error can be produced.

Nonsampling errors can be attributed to many sources such as reporting errors, data recording and processing errors, and errors that result because not all units surveyed provide all the data requested. A potential for nonsampling error is known to exist due to difficulties in collecting data on employees enrolled in more than one plan in a benefit area. Through the use of computer generated edits of the data and professional review of both individual and summarized data, efforts were made to minimize the nonsampling errors in recording, coding and processing. Improved collection techniques and procedures are being implemented for future surveys.

Adjustments made for missing data are another source for potential nonsampling error. To the extent that the characteristics of the nonrespondents are not the same as those of the respondents, nonsampling error is introduced in the estimates. The magnitude of these and other nonsampling errors is currently undetermined.

A more detailed description of survey methods may be obtained from the Bureau of Labor Statistics, Office of Wages and Industrial Relations.

* U.S. GOVERNMENT PRINTING OFFICE : 1980- 341-270/4073

Bureau of Labor Statistics
Regional Offices

Region I
1603 JFK Federal Building
Government Center
Boston, Mass. 02203
Phone: (617) 223-6761

Region II
Suite 3400
1515 Broadway
New York, N.Y. 10036
Phone: (212) 944-3121

Region III
3535 Market Street
P.O. Box 13309
Philadelphia, Pa. 19101
Phone: (215) 596-1154

Region IV
1371 Peachtree Street, N.E.
Atlanta, Ga. 30367
Phone: (404) 881-4418

Region V
9th Floor
Federal Office Building
230 S. Dearborn Street
Chicago, Ill. 60604
Phone: (312) 353-1880

Region VI
Second Floor
555 Griffin Square Building
Dallas, Tex. 75202
Phone: (214) 767-6971

Regions VII and VIII
911 Walnut Street
Kansas City, Mo. 64106
Phone: (816) 374-2481

Regions IX and X
450 Golden Gate Avenue
Box 36017
San Francisco, Calif. 94102
Phone: (415) 556-4678

copy cover for SS

U. S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

Official Business
Penalty for private use, $300

Postage and Fees Paid
U.S. Department of Labor

Third Class Mail

Lab-441